



United States Court of International Trade

One Federal Plaza
New York, NY 10278-0001
www.cit.uscourts.gov

Job Number: FY10-04

VACANCY ANNOUNCEMENT

Position:	Financial Specialist
Salary:	CL 27 (\$51,785 - \$84,146) commensurate with qualifications, salary, and experience
Closing Date:	May 28, 2010

Position Overview:

The United States Court of International Trade is currently accepting applications for a Financial Specialist. This position reports to the Financial Operations Supervisor and has responsibility for a wide range of financial transactions, maintains and upgrades accounting programs and maintains financial and related data in an automated system.

Duties and Responsibilities:

Assists in the implementation of a financial system to ensure accurate accounting for all monies in the Court's possession. Assists in the development of budget estimates to fund all operating costs of the Court. Prepares, updates and analyzes a variety of accounting records, financial statements, and reports. Oversees and assists with accounts payable and accounts receivable activities, assists with budget preparation, conducts internal reviews, develops recommendations regarding procedures for improvement, and assists with policy development regarding financial matters. Uses a wide variety of manual and automated accounting systems and cash management tools to assist with the maintenance and analysis of accounting records consisting of a cash receipts journal, a cash disbursement journal, registry fund, deposit fund, various subsidiary ledgers and other records necessary to properly account for the revenue and expenditures of the Court, as well as the balance held for others. Assists and trains other court employees in the use of these systems and tools.

Qualifications:

To qualify for this position at the CL- 27 level, applicants must have at least two years of progressively responsible experience in at least one, but preferably two or more of the functional areas of financial management and administration such as budgeting, accounting, auditing or financial reporting that provided a knowledge of the rules, regulations and terminology of financial administration. At least one year of this experience must be equivalent to work at the CL-25 level, OR completion of the requirements for a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements: (1) an overall "B" GPA equaling 2.90 or better of a possible 4.0, (2) standing in the upper third of the class, (3) "3.5" average or better in the major field of study, or (4) election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies; OR completion of one academic year of graduate study in an accredited university in business or public administration, political science, criminal justice, law, or other field closely related to the subject matter of the position.

Applicants should have experience writing procedures and other documentation as well as good communication skills. Experience with the Court's case management system or FAS4T (Momentum) financial system is a plus. College degree in accounting, financial management or a related field of study is preferred.

Benefits:

A generous benefits package is available and includes the following: paid annual and sick leave; ten paid federal holidays; participation in the Federal Employees Health Benefits Program (FEHB), dental and vision insurance options under the Federal Employees Vision and Dental Insurance Program (FEDVIP), Federal Employees Group Life Insurance (FEGLI), Flexible Spending Accounts (FSA), Long-Term Care Insurance, Federal Employees Retirement System (FERS) and Thrift Savings Plan (TSP).

Application Procedure: In a cover letter, please specify how you satisfy the qualifications listed above, along with a detailed résumé and two letters of recommendation. All applications should be directed via mail to: United States Court of International Trade, One Federal Plaza, New York, NY 10278-0001, Attn: Human Resources, Ref. #FY10-04 or via e-mail to: Human_Resources@CIT.USCourts.gov. Please use only one method of application. All materials must be received (if hand delivered or e-mailed) or postmarked by the closing date of the announcement.

**THIS APPOINTMENT IS SUBJECT TO AN FBI BACKGROUND CHECK FOR A HIGH-SENSITIVE POSITION WITHIN THE JUDICIARY
APPLICANT MUST BE A U.S. CITIZEN OR ELIGIBLE TO WORK IN THE UNITED STATES
ELECTRONIC FUNDS TRANSFER (EFT) IS MANDATORY FOR PAYMENT OF NET PAY
UNITED STATES COURT OF INTERNATIONAL TRADE IS AN EQUAL OPPORTUNITY EMPLOYER**